#### LEARNING AGREEMENT FOR TRAINEESHIPS

**The Trainee**

|  |  |  |  |
| --- | --- | --- | --- |
| **Last name (s), first name:** | | | |
| Date of birth |  | Nationality[[1]](#endnote-1) |  |
| Sex [*M/F*] |  | Academic year | 20../20.. |
| Study cycle[[2]](#endnote-2) | **EQF level 7** | Subject area,  Code[[3]](#endnote-3) | **0410** |
| Phone |  | E-mail |  |
| Are you a Study grant recipient? | **Yes  No** | Previous Mobilities in same study cycle? | **Yes  No , if yes  how long?** |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | **Lauder Business School** | Faculty |  |
| Erasmus code  (if applicable) | **A WIEN 70** | Department | **International Office** |
| Address | Hofzeile 18-20  A-1190 Vienna | Country,  Country code[[4]](#endnote-4) | **Austria AT** |
| Contact person  name and E-Mail/phone | International Office  [**international@lbs.ac.at**](mailto:international@lbs.ac.at) **/+43-1-3691818-773** | | |

**The Receiving Organisation/Enterprise**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name Sector[[5]](#endnote-5) |  | Department | |  |
| Full Address, homepage |  | | | |
| Size of enterprise[[6]](#endnote-6) |  | Country, Country code[[7]](#endnote-7) |  | |
| Contact person[[8]](#endnote-8)  name / position e-mail / phone |  | | | |
| Mentor[[9]](#endnote-9) name / position  Mentor e-mail / phone |  | | | |

For guidelines, please look at Annex 1, for end notes please look at Annex 2.

**Section to be completed BEFORE THE MOBILITY**

#### I. PROPOSED MOBILITY PROGRAMME

|  |
| --- |
| **Planned period of the mobility**:  from [day/month/year]       till [day/month/year] |
| **Number of working hours per week:** |
| **Traineeship title:** |
| **Detailed programme of the traineeship period:** |
| **Knowledge**, **skills and competences to be acquired by the trainee at the end of the traineeship:** |
| **Monitoring plan:** |
| **Evaluation plan:** |

|  |
| --- |
| **Language competence of the trainee**  The level of language competence[[10]](#endnote-10) in       *[workplace main language]* that the trainee already has or agrees to acquire by the start of the mobility period is:  A1  A2  B1  B2  C1  C2 |

**The sending institution**

The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships.

|  |
| --- |
| The traineeship is voluntary and upon satisfactory completion of the traineeship, the institution undertakes to:   * Award ECTS credits: Yes  No   If yes, please indicate the number of ECTS credits: …. * Give a grade: Yes  No * If yes, please indicate if this will be based on: * Traineeship certificate  Final report  Interview * Record the traineeship in the trainee's Transcript of Records Yes  No * Record the traineeship in the trainee's Diploma Supplement (or equivalent), except if the trainee is a recent graduate.   Record the traineeship in the trainee's Europass Mobility Document Yes  No  *This is recommended if the trainee will be a recent graduate.* |
| **The receiving organisation/enterprise**  The trainee will receive a financial support for his/her traineeship: Yes  No  If yes, amount in EUR/month: ….  The trainee will receive a contribution in kind for his/her traineeship: Yes  No  If yes, please specify: ….  Is the trainee covered by the accident insurance? Yes  No  If not, please specify whether the trainee is covered by an accident insurance provided by the sending institution: Yes  No  The accident insurance covers:  - accidents during travels made for work purposes: Yes  No  - accidents on the way to work and back from work: Yes  No  Is the trainee covered by a liability insurance? Yes  No  The receiving organisation/enterprise undertakes to ensure that appropriate equipment and support is available to the trainee.  Upon completion of the traineeship, the organisation/enterprise undertakes to issue a Traineeship Certificate by       **[*maximum 5 weeks after the traineeship*].** | |

#### II. RESPONSIBLE PERSONS

|  |  |
| --- | --- |
| **Responsible person[[11]](#endnote-11) in the sending institution:** | |
| Name: Prof. (FH) Mag. Julius Dem, MBA  Phone number: +43-1-3691818-763 | Function: IBA Director of Studies  E-mail: julius.dem@lbs.ac.at |

|  |  |
| --- | --- |
| **Responsible person[[12]](#endnote-12) in the receiving organisation/enterprise (supervisor):** | |
| Name:  Phone number: | Function: |

#### III. COMMITMENT OF THE THREE PARTIES

By signing this document, the trainee, the sending institution and the receiving organisation/enterprise confirm that they approve the proposed Learning Agreement and that they will comply with all the arrangements agreed by all parties.

The trainee and receiving organisation/enterprise will communicate to the sending institution any problem or changes regarding the traineeship period.

|  |  |
| --- | --- |
| **The trainee**  Trainee’s signature | Date: |
| **The sending institution**  Responsible person’s signature | Date: |
| **The receiving organisation/enterprise**  Responsible person’s signature | Date: |

**Section to be completed DURING THE MOBILITY**

**EXCEPTIONAL MAJOR CHANGES TO THE ORIGINAL LEARNING AGREEMENT**

#### I. EXCEPTIONAL CHANGES TO THE PROPOSED MOBILITY PROGRAMME

|  |
| --- |
| **Planned period of the mobility**: from [month/year]       till [month/year] |
| **Number of working hours per week:** |
| **Traineeship title:** |
| **Detailed programme of the traineeship period:** |
| **Knowledge**, **skills and competences to be acquired by the trainee at the end of the traineeship**: |
| **Monitoring plan:** |
| **Evaluation plan:** |

The trainee, the sending institution and the receiving organisation/enterprise confirm that the proposed amendments to the mobility programme are approved.

Approval by e-mail or signature from the trainee, the responsible person in the sending institution and the responsible person in the receiving organisation/enterprise.

#### II. CHANGES IN THE RESPONSIBLE PERSON(S), if any:

|  |  |
| --- | --- |
| **New responsible person in the sending institution:** | |
| Name:  Phone number: | Function:  E-mail: |

|  |  |
| --- | --- |
| **New responsible person in the receiving organisation/enterprise**: | |
| Name:  Phone number: | Function:  E-mail: |

**Section to be completed AFTER THE MOBILITY**

#### TRAINEESHIP CERTIFICATE

|  |
| --- |
| **Name of the trainee:** |

|  |
| --- |
| **Name of the receiving organisation/enterprise:** |

|  |
| --- |
| **Sector of the receiving organisation/enterprise:** |

|  |
| --- |
| **Address of the receiving organisation/enterprise** *[street, city, country, phone, e-mail address]***, website:** |

|  |
| --- |
| **Start and end of the traineeship:**  from *[day/month/year]*       till *[day/month/year]* |

|  |
| --- |
| **Traineeship title:** |

|  |
| --- |
| **Detailed programme of the traineeship period including tasks carried out by the trainee:** |

|  |
| --- |
| **Knowledge, skills (intellectual and practical) and competences acquired (learning outcomes achieved):** |

|  |
| --- |
| **Evaluation of the trainee:** |

**Date:**

**Name and signature of the responsible person at the receiving organisation/enterprise:**

#### Annex 1: Guidelines

The purpose of the Learning Agreement is to provide a transparent and efficient preparation of the traineeship period abroad and to ensure that the trainee will receive recognition for the activities successfully completed abroad.

It is recommended to use this template. However, if the higher education institution already has an IT system in place to produce the Learning Agreement or the Transcript of Records, it can continue using it. The Traineeship Certificate that the receiving organisation/enterprise must issue may have a different format as well. What is important is that all the information requested in this template is provided, no matter in which format

How to use this Learning Agreement:

**Before the mobility**, it is necessary to fill in page 1 with information on the trainee, the sending institution and the receiving organisation/enterprise and the three parties have to agree on the section to be completed before the mobility (pages 2 and 3).

On page 1, all the information mentioned will have to be encoded in the Mobility Tool. The sending institution can decide to add more information (e.g. additional contact person in the coordinating institution of a consortium) or to request less in case some of the information is already provided in other documents internal to the institution. However, it should at least include the names of the sending institution and the receiving organisation/enterprise and names and contact details of the trainee, the persons of contact and the mentor in the receiving organisation/enterprise.

The section to be completed **during the mobility** (page 4 only) should only be used if there are changes in the responsible persons or in case it is necessary to introduce changes to the original traineeship programme. This section and the section before mobility (pages 1 to 4) should always be sent together in all communications.

**After the mobility**, the receiving organisation/enterprise should send a Traineeship Certificate to the student within a maximum of 5 weeks after successful completion of the traineeship (page 5 only). Finally the sending institution should issue a Transcript of Records if the traineeship is embedded in the curriculum or if it had committed to do so before the mobility (a record of the results in a database accessible to the student is also acceptable).

#### Annex 2: End notes

1. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-1)
2. **Study cycle:** Short cycle (EQF level 5) / bachelor or equivalent first cycle (EQF level 6) / master or equivalent second cycle (EQF level 7) / doctorate or equivalent third cycle (EQF level 8) – for recent graduates, specify the latest study cycle.

   [↑](#endnote-ref-2)
3. The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at <http://ec.europa.eu/education/tools/isced-f_en.htm> should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the trainee by the sending institution. [↑](#endnote-ref-3)
4. **Country code**: ISO 3166-2 country codes available at: https://www.iso.org/obp/ui/#search. [↑](#endnote-ref-4)
5. The list of top-level **NACE sector codes** is available at:

   <http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN>. [↑](#endnote-ref-5)
6. The size of the enterprise could be, for instance, 1-50 / 51-500 / more than 500 employees. [↑](#endnote-ref-6)
7. **Country code**: ISO 3166-2 country codes available at: https://www.iso.org/obp/ui/#search. [↑](#endnote-ref-7)
8. **Contact person**: a person who can provide administrative information within the framework of Erasmus traineeships. [↑](#endnote-ref-8)
9. **Mentor**: the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the enterprise (culture of the enterprise, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor. [↑](#endnote-ref-9)
10. For the Common European Framework of Reference for Languages (**CEFR**) see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr> [↑](#endnote-ref-10)
11. **Responsible person in the sending institution**: this person is responsible for signing the Learning Agreement, amending it if needed and recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the Learning Agreement. [↑](#endnote-ref-11)
12. **Responsible person in the receiving organisation (supervisor)**: this person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate.

    [↑](#endnote-ref-12)